

OTE 84-1201

21 February 1984

MEMORANDUM FOR: Director of Central Reference

FROM:

[REDACTED]
Director of Training and Education

STAT

SUBJECT: Authorization to Approve Loan and Purchase
Request for Books and Periodicals (Form 1395)

The following officers are authorized to approve Form 1395
for the Office of Training and Education:

[REDACTED] Deputy Director of Training and Education

STAT

[REDACTED] Executive Officer, OTE

STAT

[REDACTED] Chief, Administration Division, OTE

STAT

STAT

cc: C/AD/OTE

Distribution:

Orig - Adse

1 - EXO Chrono ✓

1 - OTE Reg

ROUTING AND TRANSMITTAL SLIP

Date

2/15

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. OTE/EDS

EXO 1000 CQC

2.

3. OCR/AB

GF28 HQS

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

OCR/AB is now required to accept only those Forms 1395 which are signed by designated authorizing officials. The attached 1395 is being returned to you for signature by an authorizing official.

The official(s) designated for your area is (are):

D/T & E

D/OTE

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.
GF28 HQS

OCR/AB



5041-102

OPTIONAL FORM 41 (Rev. 7-75)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1981 O - 341-629 (120)

STAT

PURCHASE APPROVAL
COST CENTER
7500

AUTHORIZED BY